

No. AG (Audit I)/GL/AR 2026-27/

Date: 08 July 2026

M/s

SHORT NOTICE INVITING QUOTATION

Sealed Quotations are invited by Office of the Accountant General (Audit I), Kerala, Trivandrum – 695 001 for printing of Audit Reports. The Quotations, addressed to **Deputy Accountant General (Admn), Office of the Principal Accountant General (Audit- I), Kerala, Thiruvananthapuram – 695 001** should reach this office on or before **24.07.2026 @1700 hrs.** The DAG/Admn. reserves full powers to reject any or all quotations without assigning any reason.

Name of work:- Printing of Audit Reports (approximate three to five Audit Reports for the period of one year from the date of signing of contract). Approximate specifications for printing are given below:

(1) Heading/Topic : Shall be provided, depending on the topic of Audit Report

Details	English	Malayalam
Number of Pages	100 + Cover Page (Approx)	100 + Cover Page (Approx)
Printing in Multicolour	All Pages	All Pages
Minimum Number of Copies	250*	250*
Quality of Paper	Inner Pages – 130 GSM art paper matt finish Cover Page – 300 GSM art card glossy finish	Inner Pages – 130 GSM art paper matt finish Cover Page – 300 GSM art card glossy finish
Binding	Out of 250 copies, 9 copies in hard case binding with colour print of cover pages. Remaining books in perfect binding.	Out of 250 copies, 9 copies in hard case binding with colour print of cover pages. Remaining books in perfect binding.
The Cost of colour digital print of 12 copies (6 English and 6 Malayalam) of the Audit Report may be provided separately)		
* Number of copies may vary as per the requirement		

Duration of Contract: One year from the date of signing of contract.

Extension of Contract: Further, based upon satisfactory performance and compliance of directions by the service provider, the term of this contract may be extended further for a suitable period, with the mutual written agreement of both the Parties, at the same terms and conditions of the original contract.

Note: The number of copies (including digital print copies) and number of pages shown above are just an average, actual numbers for each Audit Report may vary. Hence, agencies may furnish rates for the following, also:

- a) Per book rate for 100 Pages + Cover Page (English and Malayalam)
- b) Additional per four pages for 130 GSM art paper matt finish in English
- c) Additional four pages for 130 GSM art paper matt finish in Malayalam
- d) Additional four pages of colour digital print in English.
- e) Additional four pages of colour digital print in Malayalam.

Terms & Conditions:

- a) Work order shall be issued separately for each Audit Report. All the printed copies as per the work order in both the versions, complete in all respect, should be handed over to this office **within fifteen days** from the date of issue of Work Order.
- b) Before executing the printing work, the agency should consult the concerned Section i.e. Report section (2nd floor of Audit Bhavan), to know and finalise the format & other details of printing the Audit Report.
- c) The work should be given TOPMOST PRIORITY and the time frame, as mentioned in (b) above, should be adhered to scrupulously.
- d) Both the versions, Malayalam and English, of the Report should be in the same format.
- e) **As this is a privileged document, the contents should be kept secret. Hence, the successful bidder shall produce an undertaking (as per attached Annexure), on a Stamp paper of value not less than ₹ 200/- duly attested by Notary Public**
- f) Any mistake or changes in printed document, after the approval of proof by competent authorities of this office, shall be rectified by the agency at their own risk and cost.
- g) The printing agency shall submit the soft copy (in CD) of final approved report, in PDF format, Chapter wise. This is to enable the viewer to access the contents of Audit Report Chapter wise, rather than opening the whole Report and searching for specific chapter.
- h) This office will provide soft copy of the Report in Word document format in a CD to the Printing agency. The agency shall be responsible for the conversion to Printable format e.g. PDF format etc., if needed.
- i) Before the final printing, the draft version along with the total number of printable pages should be intimated and approved by concerned authorities of this office.
- j) Quality of printing and the paper shall not be compromised under any circumstances.

Payment conditions:

- a) The quote should include all taxes, handling charges, format conversion charge (i.e. from Word document to printable format, if any) transportation & delivery charges, and all other incidental charges.
- b) Additional pages, if any, must also be printed at the accepted per page rate.
- c) After the issue of Work Order, no additional charges will be payable on any account.
- d) No advance payment will be made on any account.
- e) Payments shall be made by this office on e-payment mode after obtaining original bills along with a certificate from the concerned Section stating the receipt of document as per the quality, quantity and standards set forth.
- f) No amount, other than the quoted amount, shall be payable by this office.
- g) Payment will be made only after delivering the required number of copies as per the exact specification made by this office. Deficiencies in quality or timeliness will be viewed very seriously. Penalty @ One percent of the total amount will be imposed by this office on the agency for each day of delay.


Senior Audit Officer/GL

Annexure

Name..... S/o/D/o_____ resident of _____
_____ do solemnly affirm on _____ day of..... that:

- I will not divulge any information/content of audit report handed over to me for the purpose of designing, printing and supply of its copies. I will keep the information contained in audit reports confidential.
- I understand that any breach of confidentiality will attract suitable action against me under the applicable laws as deemed fit by Indian Audit & Accounts Department.
- I understand the importance of Audit Reports and the disclosure of information therein; hence I assure that the confidentiality of the facsimile signatures of the Comptroller and Auditor General of India and the Accountant General, printed in the Audit Report(s), will be securely, cautiously and strictly maintained.

Date:

Place:

(Name of Printer / Designer)